

The APC is the key focal point for an activity's Purchase Card Program.

The eBusiness Office will assist you with your purchase card concerns. Please contact us through our website:

www.don-ebusiness.navsup.navy.mil

We welcome your feed back on this brochure, our website and our overall support.



DEPARTMENT OF THE NAVY

eBusiness Operations Office

Card Management Group

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GOVERNMENT PURCHASE CARD

Roles and Responsibilities for

AGENCY PROGRAM COORDINATOR



The Government Purchase Card is a valuable tool for streamlining purchases and payments in the DON.

This brochure is provided to help you properly administer and manage your local purchase card program. These guidelines are based on the Department of the Navy's purchase card policy.

DO develop and maintain local purchase card policies and procedures.

DO set-up accounts and issue proper delegations of authority for cardholders and approving officials.

DO ensure mandatory purchase card training is completed by all program participants.

DO maintain documentation of training for all program participants.

DO ensure financial controls are established in account profiles to meet mission requirements.

DO maintain required span of control between approving official and card accounts (no more than 7 card accounts to 1 approving official).

DO ensure appropriate separation of duties is maintained.

DO utilize reports available through the ad-hoc reporting tool within the bank system.

DO provide program advice and support to cardholders and approving officials.

DO monitor purchase transactions during the billing cycle and take appropriate action against questionable or fraudulent transactions.

DO report non-compliance, misuse or abuse.

DO perform semi-annual reviews of your program.

DO make use of the CitiDirect online management tool and ad hoc reporting capabilities.

DO ensure accounts are closed upon departure of individuals from the program.

DO maintain complete and accurate records.

DON'T forget to keep your Commanding Officer apprised of the status of your purchase card program.

DON'T overlook the many resources available to aid you in proper operation and oversight of your program.

EBUSOPSOFFINST 4200.1

PC Desk Guide

PC Helpdesk Mailbox

CitiDirect Online management and reporting systems

Project Officers in the program office

DON'T issue cards unless appointees are properly trained.

DON'T neglect to coordinate with your Financial Management official.

DON'T neglect to report suspected improprieties.

DON'T fail to monitor and assist in resolution of delinquency problems.

DON'T overlook the advantages of the ad hoc reporting tool.

